

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: HOH Supervisor II

POSITION NUMBER: TGO 313-10

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. (**Copy of either document must be attached with application**)
- ☐ Two (2) years cooking course from an accredited school preferred.

SKILLS:

- ☐ Ability to follow recipes and prepare an assortment of meals, soups, and specials for up to 1000 people on a daily basis.
- ☐ Ability to sauté, cook, broil, grill, and steam various foods.
- ☐ Must be skilled in filleting and cutting fish as well as making a variety of sauces.
- ☐ Ability to handle multiple orders at a time.
- ☐ Must maintain healthy and efficient work habits.
- ☐ Must have good verbal and written communication skills to effectively communicate with management and staff. (**Test required**)
- ☐ Must have knowledge of computer and Point of Sale (POS) systems.
- ☐ Ability to develop and train new and current team members.
- ☐ Must be able to remain calm in stressful situations.
- ☐ Must have skills for interviewing, scheduling and managing hourly staff.
- ☐ Must have strong math skills related to restaurant industry. (**Test required**)

EXPERIENCE:

- ☐ Minimum of four (4) years cooking experience in a high volume dinner house, cafeteria, and/or buffet.
- ☐ Minimum of three (3) years supervisory experience in a high volume dinner house, cafeteria, and/or buffet.
- ☐ Minimum of one (1) year experience maintaining par levels in all aspects of a kitchen operation in a dinner house, cafeteria, and/or buffet.

OTHER REQUIREMENTS:

- ☐ Knowledge of HACCP (Hazard Analysis Critical Control Point).
- ☐ Must obtain Health Food Handler's permit within 60 days from date of hire.
- ☐ Must be certified with National Restaurant Association for SERVSAFE food protection certification course within 1 year from date of hire.
- ☐ Must obtain a Class 12 Washington State Liquor License within 30 days from date of hire.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the Tulalip Casino and Quil Ceda Creek Casino.
- ☐ Must be able to successfully complete either a tribal, state, or federal background investigation.
- ☐ Must be able to obtain a Hotel Permit per Regulation 12 with the Tulalip Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a computer, point of sale system, and preparing foods.
- ☐ Must be able to stand for prolonged periods of time.
- ☐ Tolerance to be exposed to hot grills, stoves, and ovens.
- ☐ Ability to lift objects weighing up to 40 pounds occasionally.
- ☐ Tolerance to work in a smoke filled environment.

Casino Department: Food & Beverage

Employee Classification: Non-exempt

Job Summary: Responsible for the quality of food and safety of team members. Direct supervision of team members scheduling and daily assignments including set up and preparation of all food items served for three (3) Food & Beverage venues. Ensures standards and expectations of food quality, freshness, and presentation at met. Responsible for developing a positive work environment, and developing well trained team members. Ensures compliance with all policies, procedures, and regulations. Assists the Sous Chef with duties as required.

Employee Reports To: Sous Chef or designee

Extent of Job Authority: Authority over all team members that work in the HOH in the absence of the Sous Chef, in accordance with established policies and procedures.

Specific Duties Performed:

1. Assists the Sous Chef with daily specials.
2. Responsible for ensuring standards of food quality and guest relations.
3. Assists HOH team members as necessary.
4. Responsible for implementing ensuring health and sanitation standards.
5. Assists in the responsibility of HOH team member development for the Food & Beverage operation.
6. Responsible for consistent cleanliness of dishes, service ware, and preparation utensils.
7. Maintains high standards of quality and appearance for all food prepared and served.
8. Assists with administering quality and portion control programs.
9. Regularly reviews team members performance with the Chef and Sous Chef.
10. Promotes a positive work relationships and communications with all casino team members.
11. Assists with prepping product and cooking on the line as needed.
12. Conducts pre-shift and general team member meetings.
13. Seeks opportunities to increase food revenue, decrease kitchen expenses, and maximize department productivity without compromising guest satisfaction.
14. Ensures communication with team members on all policy and procedure changes as well as special promotional events.
15. Knowledge of product purchasing in absence of purchasing agent.
16. Assists with month end inventory and daily perpetual inventories.
17. Direct supervision of the HOH team members to include assigning daily duties, responsibilities, and scheduling.
18. Ensures culinary offerings are reflective of industry trends.
19. Maintains exemplary attendance and work standards as a role model for department team members.
20. Responsible for supervision of team members setting up and preparing all food items served from the Food & Beverage Department within the Casino as well as at Casino sponsored off-site food functions.
21. Responsible for inventory of all items necessary for station set-ups and accurately complete production charts for amounts of items produced.
22. Maintain all forms and controls including daily, weekly, and monthly inventories, production lists, order guides, schedules, transfer and purchase logs, manuals, carving and roasting yields, and product requisition.
23. Knowledge of Stone-Hearth cooking and Wood Fired char broilers.
24. Perform all other duties deemed necessary or requested by management.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week, or 2080 hours per year.

Pay Rate: \$17.01 per hour

Opening Date: December 8, 2010

Closing Date: December 22 @ 4:00 pm

Please return your completed application to the Tulalip Resort Casino Receptionist by the closing date and time.

**** Required documents must be submitted prior to interviewing****